



Plan Review Application
Environmental Health Services Section
Food, Beverage and Lodging Plan Review

Bruce Jaster
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Plans must be submitted and approved before construction begins. Allow at least 30 days at a minimum for plan Approval.

Check One Below	
<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition/Remodel
Type of Project (check all that apply)	
<input type="checkbox"/> Food Service/Restaurant	<input type="checkbox"/> Lodging/Hotel/Motel
<input type="checkbox"/> Pool/Spa (circle one or both)	<input type="checkbox"/> Alcohol/Beverage Service
<input type="checkbox"/> Mobile Home Park	<input type="checkbox"/> Camping
<input type="checkbox"/> Catering	<input type="checkbox"/> Mobile Food Unit
<input type="checkbox"/> Seasonal Permanent Food Stand	<input type="checkbox"/> Food Cart
Check All That Apply	
<input type="checkbox"/> Private Sewer	<input type="checkbox"/> Municipal Service
<input type="checkbox"/> Private Water	<input type="checkbox"/> Municipal Water
Seating Capacity <input type="checkbox"/> 50 or less <input type="checkbox"/> 50-175 <input type="checkbox"/> more than 175	
Establishment Owner Information	
Establishment Name: _____	
Establishment Street Address: _____	
City/Zip: _____	County: _____

Establishment Owner Information	
Name: _____	
Mailing Address (Include City, State, Zip) _____	
Phone: _____	Fax: _____
Email: _____	
Establishment owner signature: _____	
<i>The above signature indicates that I understand failure to submit the required information and fees will delay or stop the plan review and licensure process. I understand that it is my responsibility to submit all required fees and necessary information before licensure can be obtained.</i>	
Submitter Information	
Name: _____	
Mailing Address (include City, State, Zip): _____	
Phone: _____	Fax: _____
Email: _____	

Fee Schedule	
Please submit a check or money order payable to the Clay County Treasurer.	
<i>Choose all that apply</i>	Submit highest fee applicable:
New Construction of – <input type="checkbox"/> Restaurant/food service <input type="checkbox"/> Hotels, motels, resorts or lodging establishments with five or more sleeping units or remodel/addition of <i>five or more</i> sleeping units to an existing establishment. <input type="checkbox"/> School/daycare	<input type="checkbox"/> \$350.00 or
New Construction of – <input type="checkbox"/> Seasonal permanent food stand <input type="checkbox"/> Mobile food unit <input type="checkbox"/> Food cart <input type="checkbox"/> Hotel, motel, resort establishment of <i>less than five</i> sleeping units A restaurant with a Limited Food Menu: prepackaged food that receives heat treatment and is served in the package, continental breakfast, soft drinks, coffee, nonalcoholic beverages, dishwashing.	<input type="checkbox"/> \$250.00
Remodel of – <input type="checkbox"/> An existing restaurant/food service <input type="checkbox"/> Seasonal permanent food stand <input type="checkbox"/> Mobile food unit <input type="checkbox"/> Food cart <input type="checkbox"/> Hotel, motel, resort or lodging establishment addition of <i>less than five</i> sleeping units <input type="checkbox"/> School/daycare	<input type="checkbox"/> \$250.00
Proposed date for start of construction (no impact on review process): _____	
Proposed date for completion of project (no impact on review process): _____	
For Office Use Only: Date Received: _____ Plan # _____ Check # _____ Fee Received: _____	

Please turn over and review other side of the plan review application

Plan review will not begin until this office receives all necessary information. To avoid delay of your food, beverage or lodging project, please include the following:

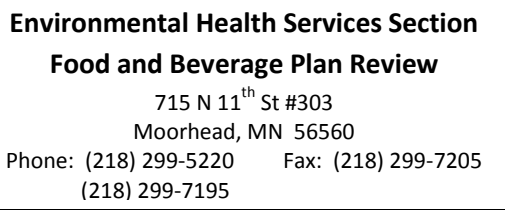
- ☐ One set of plans (including plumbing, ventilation and make-up air [mechanical plans]);
- ☐ A zoning permit or statement of approval from the local unit of government from the intended land use;
- ☐ A proposed menu and floor plan indicating how food will be handled from the time it is received until served to the consumer; describe type of alcohol service if available: please include Food Manager Certificate number;
- ☐ A layout of the equipment and sinks;
- ☐ Floor, wall, and ceiling finishes for kitchen, bar and storage areas;
- ☐ Manufacturer specification sheets for all food service equipment;
- ☐ Type of shelving to be used in the kitchen, walk-in cooler and freezer, and storage room; and
- ☐ Location and construction of all toilet room, janitor's room, refuse storage room.

Additional Plan Submittal Information

1. Plumbing must be installed according to the Minnesota Plumbing Code. A separate bulletin covering the details of submitting plumbing plans is available. Please contact the Minnesota Department of Labor and Industry at 651-284-5067 for more plumbing plan review information. Minnesota Department of Labor and Industry, Construction Codes and Licensing Division, Engineering and Plumbing Unit, 443 Lafayette Road North, St. Paul, Minnesota 55155.
A satisfactory plumbing inspection is necessary prior to licensing.
2. Plans must be submitted for any individual sewage treatment system to the local unit of government responsible for septic system inspections. This varies from county to county. An individual sewage treatment system must be designed by a licensed sewer designer and installed by a licensed sewer installer. If the establishment is on municipal sewer services, please indicate this fact. A certificate of compliance or a copy of an approved septic system permit from the local authority is required.
3. The water supply for the establishment must comply with the rules governing public water supplies and water wells. Provide the unique well number for private wells and the location of the well on the property. Please indicate if the establishment obtains water from a municipal supply. A well survey for private water supply is required prior to licensure.
4. ***You must submit a plan review application with the required fees and all the requested plans and information 30 days prior to beginning construction. After your plans have been reviewed, you will receive a letter indicating any changes that need to be made and any concerns that have been noted. Construction may start only after you receive a plan approval letter.***
5. You will receive an application for licensure, which must be submitted with the appropriate fees before you can open. **Finally, you must contact this office for an on-site inspection at least 10 business days prior to opening the establishment. (Minnesota Rules, part 4626.1750).** If the inspection is satisfactory, and you have submitted a license application and all required fees, you will be permitted to open.

Note: An establishment is not allowed to open before an application for licensure is submitted and all required fees are paid (Minnesota Statutes, section 157.16).

Notice: The assurance of a dishonored check to this department will require a service charge of \$20 per check as in Minnesota Statutes, section 60A.113, subd. 2 (a). Additional civil penalties may be imposed for nonpayment.



Note: Please submit specification sheets for all equipment proposed, as this will help expedite the review/approval of plans.

[illegible]

[illegible]